



TOWN OF CONCORD
NATURAL RESOURCES COMMISSION
141 KEYES ROAD, CONCORD, MA 01742
TEL. (978) 318-3285 FAX (978) 318-3291

Request for Certificate of Compliance
Submission Checklist

Once your project is complete, the Wetlands Protection Act Regulations (310 CMR 10.00) and the Concord Wetlands Bylaw require that you obtain a Certificate of Compliance (COC) from the Natural Resources Commission. If the project was never started, a COC is still required. Please complete the following steps to expedite this process.

1. Complete and submit one original and one copy of the **Request for Certificate of Compliance Form** (WPA Form 8A). This form is available at http://www.concordma.gov/pages/ConcordMA_NaturalResources/Wetlands%20Guidance.
2. Review the Order of Conditions (OOC) and Special Conditions to confirm that all work was constructed as proposed and conditioned. Submit both the original and the copy of a registered engineer statement confirming that all work has been completed in compliance with the OOC and special conditions. Be sure to review the special conditions carefully and, if there are any changes, describe them in detail.
3. When the OOC specifies, submit full size As-Built plans, preferably similar to the approved plans referenced in the Order of Conditions. Do not submit As-Built plans that are submitted to meet building or septic requirements unless the plans also have the relevant wetland information that was provided in the approved plans per the Order of Conditions. All As-Built plans must have the following:
 - a. graphic scale (not more than 1"=50')
 - b. title block
 - c. proposed structures or modifications to existing structures showing measurement of closest point to wetland
 - d. wetland resource area boundaries and buffer zones
 - e. pre- and post-construction contours
 - f. any requirements of the special conditions (e.g. planted vegetation, species, and location; fence demarcating the 25-foot No Disturb Zone, etc.)
 - g. any necessary explanatory information

COC Process:

Once the Division of Natural Resources receives a **complete** Request for Certificate of Compliance package, Division staff will perform a site inspection to review compliance of the Order of Conditions. You will be notified if there are any questions or concerns. If not, staff will make a recommendation to the Natural Resources Commission at their next scheduled meeting that they issue a Certificate of Compliance (COC). After the Commission votes to issue a COC, it is typically issued two days later (the Friday after their Wednesday meeting). The COC will be mailed via the USPS, certified mail

The Order of Conditions was recorded at the Registry of Deeds to alert buyers, lenders or others considering acquiring an interest in the property that there are outstanding obligations that could have financial or other impacts to full or partial ownership. A Title Search of your property at the Registry will show outstanding obligations. **RECORDING A CERTIFICATE OF COMPLIANCE AT THE REGISTRY OF DEEDS IS THE ONLY WAY AN ENCUMBRANCE PLACED ON A PROPERTY'S TITLE BY AN ORDER OF CONDITIONS CAN BE REMOVED.**